



Job Announcement

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Opening Date:	May 7, 2015	Closing Date:	Open Until Filled
Job Title:	Senior Manager, Enterprise Project Office	First Review:	May 21, 2015
PIN:	086628	Position Type:	Regular Full Time
Location:	Administrative Office of the Courts- Judicial Information Systems Annapolis, Maryland	FLSA Status:	Exempt
		Grade/Entry Salary Range:	T17 \$82,983 - \$99,420
		Financial Disclosure:	Yes

Essential Functions: The Enterprise Project Office (EPO) Senior Manager will manage, coordinate, advocate, and facilitate key enterprise IT Programs, projects, and practices that comprise the IT Project Portfolio. The position works closely with the leadership of JIS in facilitating the strategic IT planning process with Divisional Directors across the enterprise to ensure consistency with strategic plans, consistency of processes across projects and customer satisfaction with project deliverables. This position leads the effort in hiring and staffing the EPO with analysts and project managers, and provides training to further enhance Judicial Information Systems (JIS) mission to improve project delivery and minimize project risks. This position will also develop, implement, and oversee IT project management processes, including a systems life cycle methodology, communication processes, documentation standards, and status reporting standards. Other duties include: Tracking expenditures, preparing Statements of Work for needed services, coordinating procurement activities, and conducting Change Control Board and PMO meetings. This position performs other essential functions as assigned.

Education: Bachelor's Degree from an accredited college or university in Computer Science, Management Information Systems, or other information technology field.

Experience: Eight years related experience in Information Technology to include component systems development as well as data exchange processes and mechanisms. Five years of experience as a project leader and team manager.

Preferred: PMP certification preferred. Experience with systems and organizational change management. Experience with software selection and integration. Experience with project budgeting and tracking.

or

Education: Associate's Degree from an accredited college or university in Computer Science, Management Information Systems, or other information technology field.

Experience: Ten years related experience in Information Technology to include component systems development as well as data exchange processes and mechanisms. Five years of experience as a project leader and team manager.

Preferred: PMP certification preferred. Experience with systems and organizational change management. Experience with software selection and integration. Experience with project budgeting and tracking.

or

Education: High School Diploma or GED

Experience: Twelve years related experience in Information Technology to include component systems development as well as data exchange processes and mechanisms. Five years of experience as a project leader and team manager.

Preferred: PMP certification preferred. Experience with systems and organizational change management. Experience with software selection and integration. Experience with project budgeting and tracking.

Skills/Abilities: Knowledge and experience leading and setting up Project Management and/ or Quality Assurance Offices within medium to large organizations. Expert knowledge of Project Management and Quality Assurance principles and practices. Ability to lead mid to senior level project managers. Ability to communicate with all levels of management within the organization. Knowledge and experience in IT Strategic planning efforts within mid to large-scale organizations. Knowledge of technical principles i.e. architecture design, relational database concepts, enterprise resource planning, and software application development. Knowledge and understanding of ERP, Change Management, and other key technology areas. Knowledge and experience in establishing and implementing proven budget control and project management processes in mid to large-scale organizations. Ability to select personnel and complete performance evaluations. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

The candidate selected for this position will be subject to a background check. Materials must be received in the Human Resources department at the address below. The Human Resources Department does not accept faxes will not be responsible for applications/resumes sent to any other address.

**Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)**

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.